



Office of HUMAN RESOURCES NEWSLETTER



January 2021 Edition: *Happy New Year!*

HCM Cloud Updates

2021 Vacation Leave Balance

Vacation accruals for 2021 and carry over balances from 2020 are being updated. We anticipate that balances will be reflected in your Cloud portal on Monday, January 11.

2021 Energy Leave Balance

Energy leave will be frontloaded and viewable in Cloud on January 11. This means that the total energy leave that could be earned for the calendar year by working all energy holidays will be viewable as your energy leave balance. An employee who does not work on an energy holiday will need to report the day off via an “energy day not worked” absence request.

Time and Labor Module

The time and labor module launched in December and replaced paper timesheets and the NextGen TimeSheetX systems. Oracle Time and Labor is a comprehensive, easy to use, rules-based time recording system. The new Cloud module, which is now used by those who previously submitted timesheets, enables enhanced service delivery by centralizing hourly time reporting into one system. For those who normally do not submit any time to get paid, there is no change to your process going forward. You will not need to record your time worked in Cloud Time & Labor to get paid.

Health Benefits in the New Year

Medical Plan Changes Effective January 1

If you enrolled in a new plan and have not yet received your new member ID card, please use the Horizon Blue app to access your member ID card.

Health Benefits for COVID-19 Related Care

Horizon Blue Cross Blue Shield of New Jersey (Horizon BCBSNJ) wants to make sure you get the care you need, when you need it. Through March 31, 2021, you will not pay out-of-pocket costs (copay, coinsurance or deductible) for inpatient and outpatient treatment when the primary diagnosis is COVID-19. If you have out-of-network benefits and see an out-of-network provider, you may pay the balance of what your plan pays and the provider charges. In addition, out of pocket costs are being waived if your doctor determines that you should be tested for COVID-19, including COVID-19 viral testing with an FDA-authorized test when ordered by a doctor and when performed in health care settings, including at pharmacies and drive-up testing sites. This also includes home test kits for members with COVID-19 symptoms and for members who are asymptomatic, but have known exposure to COVID-19.

Health Care from Home at No Cost

When you use telemedicine through Horizon BCBSNJ or your in-network doctor, you will not pay out of pocket for covered services for at least 90 days after the end of the public health emergency and State of Emergency as declared



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by Governor Murphy. This means you will not pay for covered routine care, therapy or mental health care when you get these services from in-network doctors and specialists through telemedicine.

NJWELL

NJWELL is an employee wellness program designed to help employees live a healthy lifestyle. The goal of the program is to increase overall employee wellness and reward eligible employees and their covered spouses/partners for completing activities designed to promote healthy behaviors. To learn more visit: [NJWELL](#)

HorizonbFit

You can earn \$20 a month for exercising when you enroll in HorizonbFit. Eligible health plan members at least 18 years of age can receive a \$20 incentive each month, [Enroll now!](#) You can earn up to \$240 per year in rewards. To participate:

Work out at home 12 or more days a month, record and submit the workout using the Fit-At-HomeSM feature on the ActiveFitTM app; or walk 10,000 steps a day at least 12 days a month; or visit one of 4,000 participating fitness facilities 12 or more times a month; or complete any combination of the above activities for at least 12 days a month.

2021 Holiday Schedule

You may view the 2021 calendar of holidays, closures and breaks, here: [Holidays, Summer Closures & Winter Break](#)

Planning for Your Retirement

Voluntary Supplemental Tax Deferred Retirement Savings Plans

You have the opportunity to participate in a voluntary supplemental tax deferred savings plan. This means that, to supplement your pension and social security benefits, the IRS allows you to voluntarily shelter a portion of your wages from federal income taxes while saving for retirement. The two types of voluntary supplemental tax deferred plans are: (ACTS) The Additional Contributions Tax-Sheltered Program - 403(b) and (NJSEDCP) New Jersey State Employees Deferred Compensation Plan - 457(b).

- The IRS contribution limit for each of the two plans: 403(b) and 457(b) - for an individual who is under age 50 is \$19,500. The total contribution limit for the sum total of both plans is \$39,000.
- The IRS contribution limit for each of the two plans: 403(b) and 457(b) – for an individual who is 50 or older is \$26,000. The total contribution limit for the sum total of both plans is \$52,000.

To learn more contact Sarbjit Kaur at kaurs@tcnj.edu, or view the Pension & Retirement Plans website here: [Voluntary Retirement Plans Information](#)